North Dakota

EMS Patient Registry Web Entry

User Manual

MED MEDIA
First Aid For Data Collection

North Dakota EMS Patient Registry Web Entry User Manual
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System Overview

Med-Media's web based solution, provides a web solution for data warehousing and report generation. Data backups and disaster recovery are significant issues for EMS units that are not equipped to be data centers. The simple ability to be able to store critical data on a remote website via a secure Internet connection will provide important backup and disaster recovery functionality to these remote operations.

Though the ability to archive data on the WebCUR.com website is important, this is only one of the many features that will be available to the customers that subscribe to this service. WebCUR will provide full reporting capabilities to authorized clients and over time, will provide the ability for electronic reporting instead of the labor-intensive paper process.

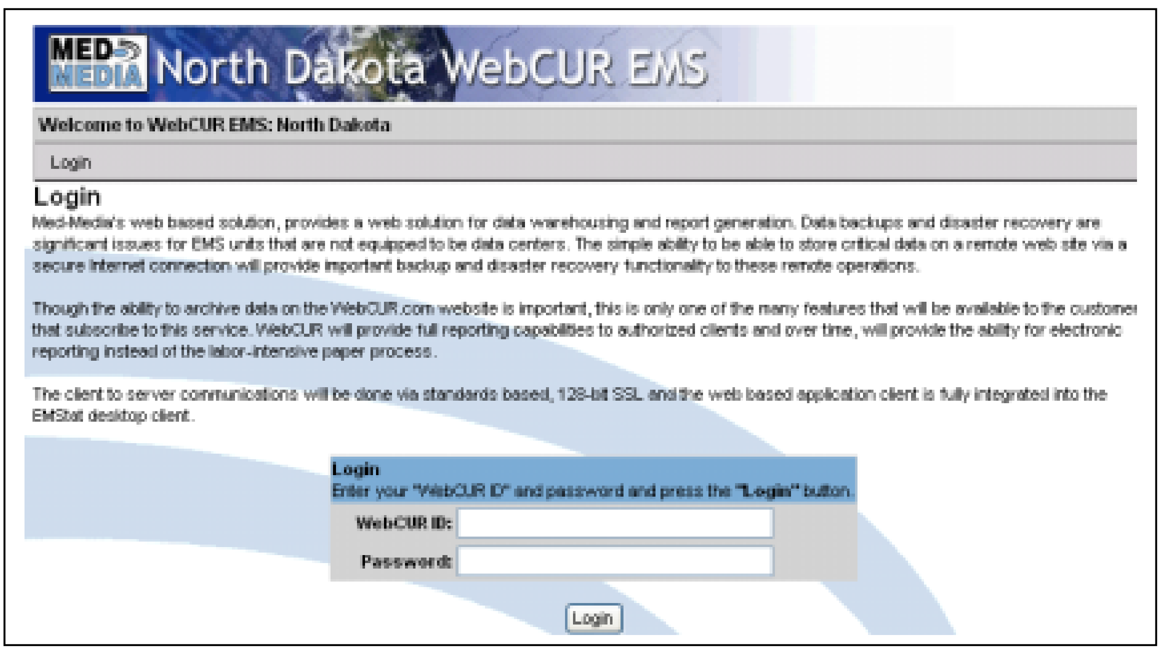
The client to server communications will be done via standards based, 128-bit SSL encryption.

Web Data Entry Login

When the provider is ready to enter their incident, they will first need to access the North Dakota EMS Patient Registry Web Entry website.

1. Turn your computer on and open your Internet browser.
2. When the Internet displays to the screen browse to the website http://nd.webcur.com.
3. When the ***North Dakota WebCUR EMS*** screen displays, enter the **WebCUR ID** and **Password** in the text boxes provided.
4. Select the **Login** button to access the North Dakota EMS Patient Registry Web Entry page.

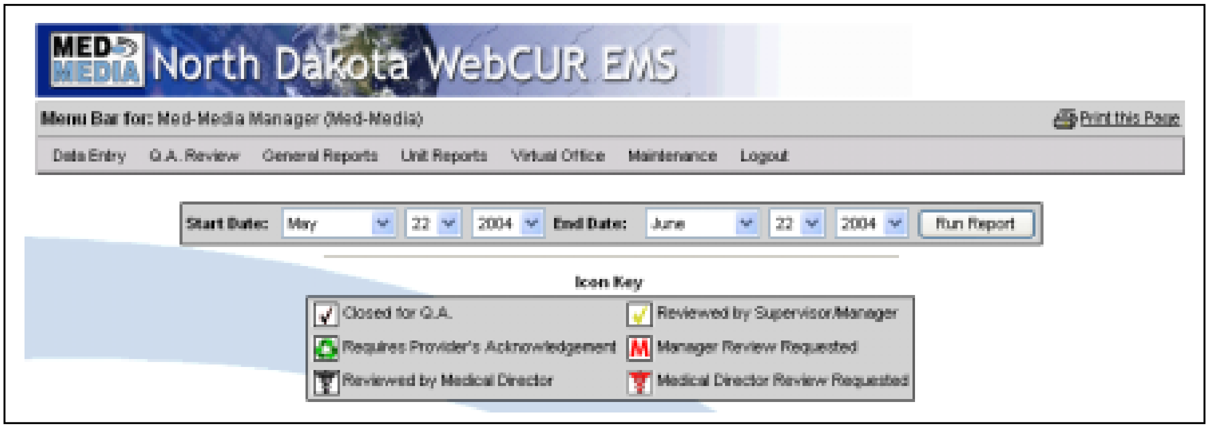
The **North Dakota WebCUR EMS Entry login screen** is displayed below.



North Dakota WebCUR EMS Home Page

When the user logs into the North Dakota WebCUR EMS Data Entry site, the *North Dakota WebCUR EMS Home Page* will display to the screen. The *Home Page* displays the **Print this Page** button, **Menu Bar** and **Date Range** boxes.

The **North Dakota WebCUR EMS Home Page** is displayed below.



- **Print this Page**: Select this button to print the *Page* that is currently displayed to the computers screen.

- **Date Range**: This box is used for setting specific date ranges when running reports. Select the **Start Date** from the drop down list box. Select the **End Date** from the drop down list box. Select the **Run Report** button to display the desired report for the specific date range selected.

- **Menu Bar**: The *Menu Bar* contains the ***Data Entry***, ***Q.A. Review***, ***General Reporting***, ***Unit Reports***, ***Virtual Office***, ***Maintenance*** and the ***Logout*** menus.

  Note: The North Dakota WebCUR EMS Home Page has different levels of security for user logins. Some of the Menu items may not be accessible depending on the level your manager set for your account. Please refer to your Manager to change your level of login.

  - **Data Entry**: This menu contains the *Enter New Report* and the *List Incomplete Reports* sub menus.

    - **Enter New Report**: Select this sub menu to enter a ***New*** patient report into the Web Data registry system. *Please refer to the Encounter Data Entry section of this manual for a detailed description about the menu.*

    - **List Incomplete Reports**: Select this sub menu to display a list of all reports that are incomplete. The *Date Range* box defaults to the current day and back one month. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button. When the report displays, the Manager has the ability to *Delete* the report, *Edit* the report, review the *Date* the report was *Saved* and by which *Provider ID*. Select the **Delete** button to remove the desired report from the database. The *Manager* will be prompted prior to the deletion. Select the desired **PCR Number** or **Date Saved** box to display the report to the screen. The provider now has the ability to complete and save the record.

- **Q.A Review**: This menu contains the *Un-Reviewed PCR Listing* and the *Reviewed PCR Listing* sub menus. These sub menus allow the *Doctor*, *Manager* or *Supervisor* logins to review and perform *Quality Assurance (QA)* on each of the reports uploaded to the WebCUR system.

  - **Un-Reviewed PCR Listing**: Select this sub menu to display a list of records that have not had any QA performed on them. The *Date Range* defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button to display the report. Once the report displays, select the desired record from the list by click in the **PCR Number** that you would like to QA. The report will display the *PCR Number* of the incident, the *Date*, *Owner ID*, *Unit ID*, *Municipality* and *Incident Type* for each record.

    Once the record displays to the screen, the QA Manager can now review and perform QA to the record. Enter any ***QA comments*** in the text box provided. Select the **Request Medical Director Review of PCR** check box to have the record reviewed by the companies Medical Director. Select the **PCR Requires Provider's Acknowledgement** check box to require the author of the record acknowledge that they have reviewed the comments. Select the **PCR Is Closed for QA** check box to close the record for QA. When the record has been closed, it will be removed from the *Un-Reviewed PCR Listing*. Select the **Make these comments private** check box to prevent the author of the record from viewing any comments entered in by the QA Manager. Select the **Save QA Comments** button to save any comments entered.

  - **Reviewed PCR Listing**: Select this menu to display a list of records that have had QA performed on them. The *Date Range* defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button to display the report. Once the report displays, select the desired record from the list by click in the **PCR Number** that you would like to review. The report will display the *PCR Number* of the incident, the *Date*, *Owner ID*, *Unit ID*, *Municipality* and *Incident Type* for each record.

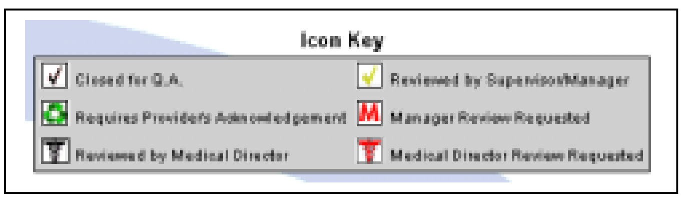
    Once the record displays to the screen, the QA Manager can now review and perform *Additional QA* on the record. The QA Manager can also review previous comment entered in the ***QA Comments*** box. Enter any **Additional *QA comments*** in the text box provided. Select the **Request Medical Director Review of PCR** check box to have the record reviewed by the companies Medical Director. Select the **PCR Requires Provider's Acknowledgement** check box to require the author of the record acknowledge that they have reviewed the comments. Select the **PCR Is Closed for QA** check box to close the record for QA. When the record has been closed, it will be removed from the *Un-Reviewed PCR Listing*. Select the **Make these comments private** check box to prevent the author of the record from viewing any comments entered in by the QA Manager. Select the **Save QA Comments** button to save any comments entered.

- **General Reporting**: Select this menu to perform *General Reporting* from the WebCUR system. The report menu contains the *PCR Listing, PCR Calendar View, Admission Summary, Age/Sex Demographics, Incident Location, Suspected Illness, Trauma Summary, Medication Report Builder, Report Builder, Detailed Skill Report, Skill Summary,* and the *Import Error Log* sub menus*.*

  Note: The North Dakota WebCUR EMS Home Page has different levels of security for user logins. Some of the Reports may not be accessible depending on the level your manager set for your account. Please refer to your Manager to change your level of login.

  - **PCR Listing**: Select this sub menu to display all records uploaded to WebCUR. The *Date Range* defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button to display the report. The reporting grid displays the *PCR Number*, *Date*, *Owner ID*, *Unit ID*, *Municipality* and the *Incident Type* for all reports uploaded within that date range. If QA was performed on a record, the record will display an **Icon** in front of the PCR Number. The user can refer to the ***Icon Key*** box for a description of each QA Icon. Select the desired ***PCR Number*** from the list that you would like to review. Select the **Export to Excel** button to export the list to an Excel spreadsheet. *Please refer to the **QA Review** section of this manual for detail description about the Quality Assurance done on the PCR.*

    The **Icon Key** is displayed below.

  - **PCR Calendar**: Select this sub menu to display a *Calendar View* for all the records uploaded to WebCUR. The report displays a calendar view for the month and each record that was done for a specific day. The *Date Range* defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button to display the report. The user can also review a specific record from this view by simply selecting PCR Number.

  - **Admission Summary**: Select this sub menu to display a report for *Admissions*. This report displays a *Summary Count* of all facilities you transported patients to and the *Frequency* for each of the institutes for all records uploaded to WebCUR. The *Date Range* defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button to display the report. Select the **Export to Excel** button to export the list to an Excel spreadsheet.

- **Age/Sex Demographics**: Select this sub menu to display a report for *Age / Sex Demographics*. This report displays the *Age Ranges*, *Sex Demographics* and *Age Range Totals* for all records uploaded to WebCUR. The *Date Range* defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button to display the report. Select the **Export to Excel** button to export the list to an Excel spreadsheet.

- **Incident Location**: Select this sub menu to display a report for *Incident Location by FIPS*. This report displays a breakdown of the Incident Location by *FIPS* and *Frequency* for all records uploaded to WebCUR. The *Date Range* defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button to display the report. Select the **Export to Excel** button to export the list to an Excel spreadsheet.

- **Suspected Illness**: Select this sub menu to display a report of the *Signs & Symptoms* for patients. This report displays a breakdown of *Signs & Symptoms* for all the Suspected Illnesses by *Total Numbers* and *Frequency* for all records uploaded to WebCUR. The *Date Range* defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button to display the report. Select the **Export to Excel** button to export the list to an Excel spreadsheet.

- **Trauma Summary**: Select this sub menu to display a report for *Trauma Summary*. This report displays a breakdown of *Trauma Summary* by *Injury Sites* and *Injury Types* for all records uploaded to WebCUR. The *Date Range* defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button to display the report. Select the **Export to Excel** button to export the list to an Excel spreadsheet.

- **Medication Report Builder**: Select this sub menu to display a *Medication* report. This report allows you to dynamically build a personalized Medication Report. Enter the **Report Name** in the text box provided. Select the **Medication**(s) you want to appear in the report from the drop down pick list. The *Date Range* defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button to display the report. Select the **Export to Excel** button to export the list to an Excel spreadsheet.

- **Report Builder**: Select this sub menu to *Build a Queried* report. The Report Builder allows you to dynamically build a personalized report. Enter a name for your custom report in the ***Report Name*** text box. The top part of this form lets you select the values you want to appear in your report. Select these values and then choose your criteria for the reporting period. When this is complete, just press the **Run Report** button. The *Date Range* defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button to display the report. Select the **Export to Excel** button to export the list to an Excel spreadsheet.

- **Detailed Skill Summary**: Select this sub menu to display a *Detailed Skill Count* report. This report will display all ALS and BLS skill information from the items selected in the *Skill Count Generator* for all records uploaded to WebCUR. The *Date Range* defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button to display the report. Select the **Export to Excel** button to export the list to an Excel spreadsheet.

- **Skill Summary**: Select this sub menu to display a *Skill Count* report. This report will display all ALS and BLS skill information from the items selected in the *Skill Count Generator* for all records uploaded to WebCUR. The *Date Range* defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button to display the report. Select the **Export to Excel** button to export the list to an Excel spreadsheet.

- **Import Error Log**: Select this sub menu to view any WebCUR Import errors. The report will display the *Company Name*, *Date*, *Lithocode Number*, *Trip Number* and *Error Description* for the date range selected. The *Date Range* defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button to display the report.

o **Unit Reporting**: Select this menu to perform Unit Reporting from the WebCUR system. The report menu contains the *Type & Location, Unit Response, Unit Utilization* and the *Unit Utilization (Fractile)* sub menus.

Note: The North Dakota WebCUR EMS Home Page has different levels of security for user logins. Some of the Reports may not be accessible depending on the level your manager set for your account. Please refer to your Manager to change your level of login.

- **Type & Location**: Select this sub menu to display a report for *Incident Type* and *Incident Location*. This report displays a breakdown per *Unit* for all Incident Types and Incident Locations by *Description*, *Number of Calls* and *Percentages of Calls* for all records uploaded to WebCUR. The *Date Range* defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button to display the report. Select the **Export to Excel** button to export the list to an Excel spreadsheet.

- **Unit Response**: Select this sub menu to display a summary report for *Unit Response* and *Response Outcomes*. This report displays a breakdown summary by *Vehicle Number* and *Unit Response Outcomes* for all records uploaded to WebCUR. The *Date Range* defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button to display the report. Select the **Export to Excel** button to export the list to an Excel spreadsheet.

- **Unit Utilization**: Select this sub menu to display a report for *Unit Utilization by Hour / Day of Week*. This report displays a breakdown of the calls that occurred during a specific *Hour* and *Day* of the week for all records uploaded to WebCUR*.* The *Date Range* defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button to display the report. Select the **Export to Excel** button to export the list to an Excel spreadsheet.

- **Unit Utilization (Fractile)**: Select this sub menu to display a report for *Unit Utilization* in a *Fractile Times* format. This report displays a Fractile break down of the *Dispatch-Enroute*, *To Scene*, *At Scene-Medical*, *At Scene-Trauma*, *To Destination*, *At Destination* and *Total Times* for all Units within the company for all records uploaded to WebCUR. The *Date Range* defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the **Run Report** button to display the report. Select the **Export to Excel** button to export the list to an Excel spreadsheet.

- **Virtual Office**: This menu displays several categories to choose from for a manager to setup the companies Virtual Office for WebCUR. This menu contains the *Virtual Office Home*, *Calendar*, *Task Management*, *Message Board*, *File Vault*, *Chat Rooms*, *Text Page Gate*way, *Welcome Message* and the *WebCUR List Servers* sub menus.

  Note: This menu is only available for Med-Media EMStat Desktop users. Please contact the Med-Media Sales Department about inquires for the EMStat module.

  - **Virtual Office Home**: Select this sub menu to enter the *Virtual Office Home* for WebCUR. This area displays the *Task List*, *Calendar* and the *Message board.* This area allows the user to edit all the office options from one menu.

  - **Calendar**: Select this sub menu to display the *Calendar* events for the company. The Calendar feature gives your affiliate the ability to manage schedules of any type for your organization. The user has the ability to *View*, *Create*, *Edit* or *Delete* the calendar.

  - **Task Management**: Select this sub menu to display the *Task Management* list. The user has the ability to *Manage* tasks, *Report* or *Search* for tasks.

  - **Message Board**: Select this sub menu to display the *Message Board*. The Message Boards give your affiliate the ability to post questions and answers to that are of particular interest to your organization. This area displays the *Message Title*, *Author*, *Replies* and *Last Post* time. The user also has the ability to create a new message by selecting the *Post New Message* button.

  - **File Vault**: The **Storage Vault** is a repository for files, information, etc. that you may want to keep on the server to be shared with others. Just click on a link to view/download a file or click on the **Paperclip** icon to add a file to the Vault.

  - **Chat Rooms**: Select this sub menu to display the *Chat Rooms* in WebCUR. The Chat Room feature gives your affiliate the ability to have real-time conversations online with just a web browser. Click on the icon to *Create a New Chat Room*.

- **Text Pager Gateway**: Select this menu to display the *Text Pager Gateway*. The WebCUR Virtual Office Text Pager Gateway allows you to broadcast messages to WebCUR users with a text pager email address in their profile. Recipients must have a device that allows for text paging *(i.e. pager, cell phone, etc.)* and this device must be able to receive messages via an email address.

- **Welcome Message**: This area allows the user to set a message that will be seen by all members of your affiliate the next time they login to their WebCUR account. Enter a System message in the text box provided and select the **Save Affiliate Message** button to save the message. **Select the Delete Affiliate Message** button if you would like to remove the message from the system.

- **WebCUR List Servers**: This sub menu is for future use for creating WebCUR List Server mailing.

o **Maintenance**: This menu allows the manager to perform administrative changes for the companies user group within WebCUR. This menu contains the *Add / Edit Unit ID's*, *Personal Account Settings, User Contact List, Edit Your Roster, Create/Edit User Accounts, Change Your Active Company* and the *Manage Affiliation Notification* sub menus.

Note: The North Dakota WebCUR EMS Home Page has different levels of security for user logins. Some of the menus may not be accessible depending on the level your manager set for your account. Please refer to your Manager to change your level of login.

- **Add / Edit Unit ID's**: This menu gives the manager the ability to ***Add*** or ***Delete*** the 2-digit ***Unit ID Numbers*** instead of using the default settings. WebCUR provides each company with a Unit ID Number of "**01**", which can now be edited. Enter the new *Unit ID Number* in the **New Unit ID** text box. **The Unit Number must be entered in a 2-digit Number format**. Select the **Add Entry** button to add the new ID. Select the **Delete Entry** button to remove a Unit ID Number. Simply ***Highlight*** the Unit ID Number in the field provided and then select the **Delete Entry** button to remove the ID. Select the **Save Changes** button to save any changes made to this area.

- **Personal Account Settings**: Select this menu to display the logins *Personal Account Setting* screen. This screen gives the user the ability to update their *Account Settings* / *Active Affiliation, Email Notification* and *Account Information*. Select the **Save Changes** button to save any changes made to this screen.

- **User Contact List**: Select this menu to view all the *Affiliation Contact* information. The affiliate roster gives you the ability to build your organization in the WebCUR EMS system. To send an email to an individual, click on the **Email** Address in contact list.

- **Edit Your Roster**: Select this menu to *Edit* the Affiliation roster for your organization. The manager has the ability to update user **WebCUR ID Permissions** or **Delete** a provider from the WebCUR roster. Select the **Delete** icon beside the providers name to remove them from your company roster. Select the providers **WebCUR ID Name** to update and change the users permissions. The manager can also **Add** a new *WebCUR ID* by simply adding the user **Name** in the ***WebCUR ID*** text box and select the **Add to Roster** button. The new user will be entered into your company roster.

- **Create / Edit User Account**: Select this menu to *Create* or *Edit* any provider within your organization. This screen displays the *Permissions* box, *User ID*, *User Real Name* and *User Login* fields for all the providers within the company. Select the ***Permission*** button beside an individual to update their WebCUR login permissions. The manager must select the **Update Permissions** button to save any changes made to the account.

  Note: The Administrator must contact the Med-Media Technical Support Department to set any of the users as overall system administrators.

  Select the ***User Login Name*** to edit the user account information such as *Login Name* and *Password*. The manager must select the **Save Changes** button to save any changes made to the account.

  Select the **Add a New User to System** button to create a new user account for WebCUR. The manager must enter a ***Login Name***, ***Password*** and ***Email Address*** as a minimum for the account to be created. Select the **Add New User** button to create the user account.

- **Change Your Active Company**: This menu allows the user to *Change Active Affiliate* rosters. Your PCR view will be relative to your current affiliate assignment. To change your current assignment, simply select from the list below and press the **Change Affiliate** button.

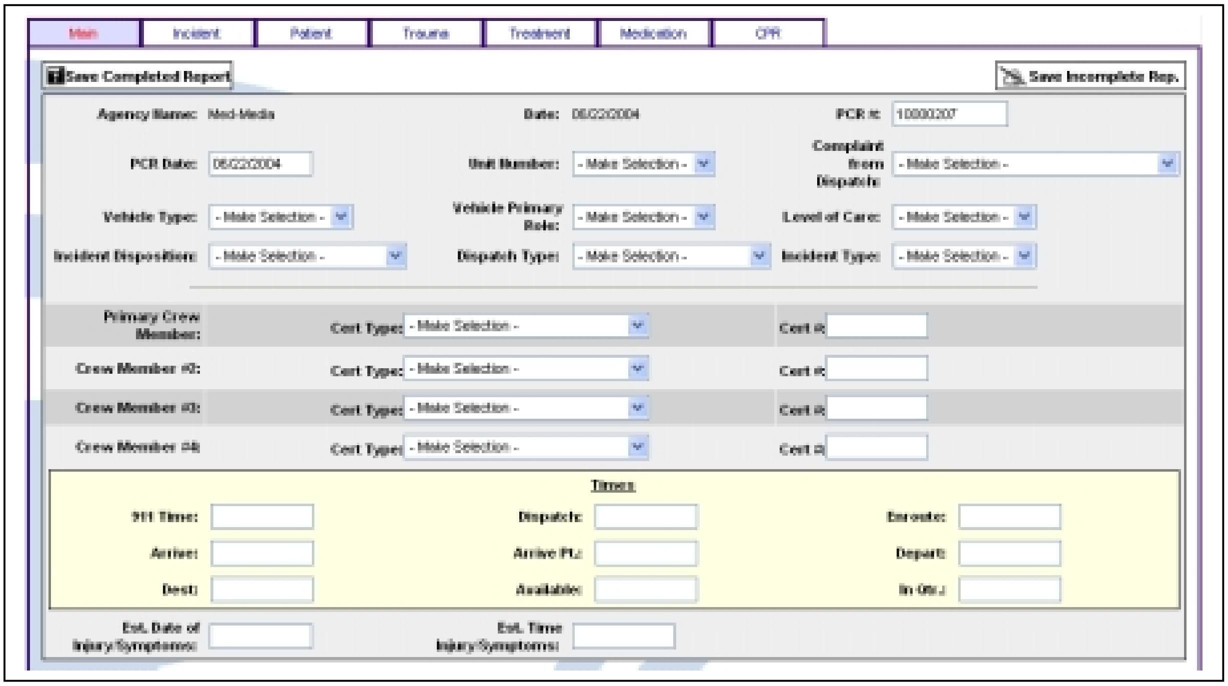
- **Manage Affiliate Notifications**: This menu allows you to *Add*, *Delete* or *Edit* Affiliate Notifications in the system. Once a notification has been created, the message will display when the users logins into WebCUR. The manager also has the ability to email the notification to the provider. Select the **Add a Notification** button to enter a new message. Once all the boxes are populated, select the **Save Changes** button to create the notification. Select the **Reset Form Value** button to clear the text box. The manager can **Edit** the message by clicking on the **ID/Title** box, Select the **Delete** button to remove the notification.

o **Logout**: Click on this menu to **Logout** of the North Dakota EMS Patient Registry Web Entry site.

Encounter Data Entry

To enter a new *EMS Incident report*, select the **Enter New Report** sub menu under the ***Data Entry*** menu. When this sub-menu is selected, the EMS Incident Data report will display to the screen. The report displays the *Data Entry* tabs, *Save Completed Report* and the *Save Incomplete Report* buttons.

The **EMS Incident Data Entry** tabs are displayed below.



- **Data Entry tabs**: When the report displays to the screen, the top of the report displays tabs for the user to advance through the report. The tabs consist of the ***Main***, ***Incident***, ***Patient***, ***Trauma***, ***Treatment***, ***Medication*** and ***CPR***.

  Note: *Each tab must be completed prior to advancing to the next tab*.

  - **Main**: When the report opens, the *Main* tab will be the first tab that displays. The user will need to complete all boxes before advancing on to the next tab. *The **Main tab** is displayed above*.

    - **Agency Name**: This read only box displays your *Agency Name*.
    - **Date**: This read only box displays the *Date* the report was started.
    - **PCR Number**: Enter a **7-digit** *PCR Number* for the incident in the text box provided.
    - **PCR Date**: Enter the *PCR Date* in the text box provided. The date defaults to the current date set on your computers regional settings.
    - **Unit Number**: Select a *Unit Number* used on the incident from the drop down list box.

- **Complaint from Dispatch**: Select a *Complaint from Dispatch* from the drop down list box.
- **Vehicle Type**: Select a *Vehicle Type* used for the incident from the drop down list box.
- **Vehicle Primary Role**: Select a *Vehicle Primary Role* for the Unit from the drop down list box.
- **Level of Care**: Select the *Level of Care* for the incident from the drop down list box.
- **Incident Disposition**: Select an *Incident Disposition* for the report from the drop down list box.
- **Dispatch Type**: Select a *Dispatch Type* for the incident from the drop down list box.
- **Incident Type**: Select an *Incident Type* for the incident from the drop down list box.
- **Primary Crew Member Cert. Type**: Select the *Primary Crew Members Certification Type* from the drop down list box.
- **Primary Crew Member Cert. Number**: Enter the *Primary Crew Member Certification Number* in the text box provided.
- **Crew Member #2 Cert. Type**: Select the *Crew Member 2 Certification Type* from the drop down list box.
- **Crew Member #2 Cert. Number**: Enter the *Crew Member 2 Certification Number* in the text box provided.
- **Crew Member #3 Cert. Type**: Select the *Crew Member 3 Certification Type* from the drop down list box.
- **Crew Member #3 Cert. Number**: Enter the *Crew Member 3 Certification Number* in the text box provided.
- **Crew Member #4 Cert. Type**: Select the *Crew Member 4 Certification Type* from the drop down list box.
- **Crew Member #4 Cert Number**: Enter the *Crew Member 4 Certification Number* in the text box provided.
- **911 Time**: Enter the *911 Time* in the text box provided.

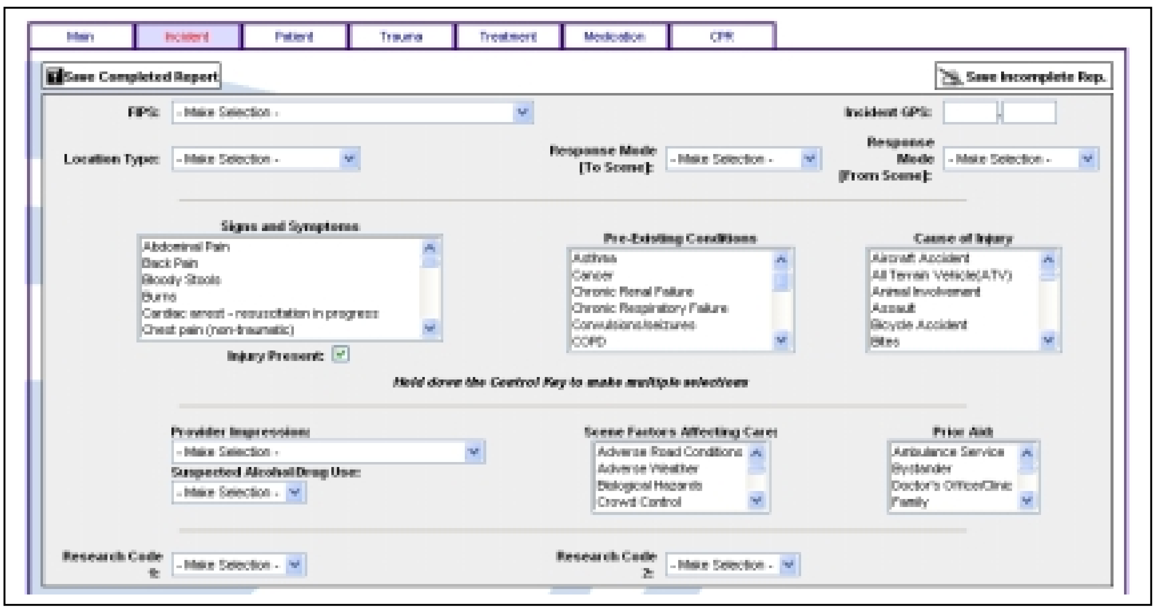
  Note: All Times fields need to be entered in a Hour/Minute format. The provider can enter any time from 00:00 to 23:59 in the text boxes provided.

- **Dispatch Time**: Enter the *Dispatch Time* in the text box provided.
- **Enroute Time**: Enter the *Enroute Time* to incident in the text box provided.
- **Arrive Time**: Enter the *Arrived Time* at incident in the text box provided.
- **Arrive Patient Time**: Enter the *Arrived Patient Time* in the text box provided.

- **Depart Time**: Enter the *Depart Time* from scene in the text box provided.
- **Destination Time**: Enter the arrived at *Destination Time* in the text box provided.
- **Available Time**: Enter the *Available Time* in the text box provided.
- **In-Quarters Time**: Enter the *In-Quarters Time* in the text box provided.
- **Est. Date of Injury/Symptoms**: Enter the *Estimated Date of Injury / Symptoms* in the text box provided.
- **Est. Time of Injury/Symptoms**: Enter the *Estimated Time of Injury / Symptoms* in the text box provided.

o **Incident**: The *Incident* tab will be the second tab the user needs to complete after the *Main* tab. If applicable, the user will need to complete all boxes before advancing on to another tab.

The **Incident tab** is displayed below.

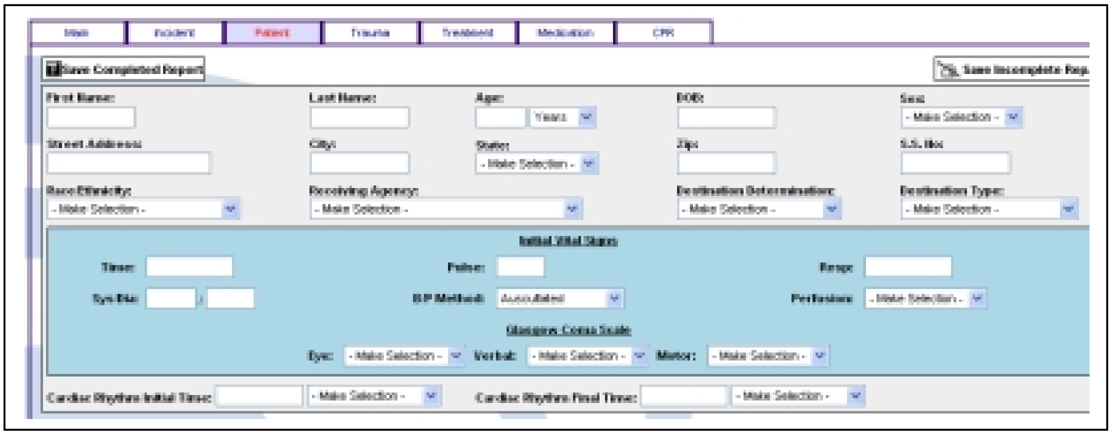


- **FIPS**: Select a *FIPS* location for the report from the drop down list box.
- **Incident GPS**: Enter the *Incident GPS* location in the text boxes provided.
- **Location Type**: Select a *Location Type* for the incident from the drop down list box.
- **Response Mode (To Scene)**: Select a *Response Mode* to the scene from the drop down list box.
- **Response Mode (From Scene)**: Select a *Response Mode* from the scene from the drop down list box.

- **Signs and Symptoms**: Select the *Signs and Symptoms* for your patient from the drop down list box. *The user can select multiple selections by holding down the Control Key and selecting the items*.
- **Injury Present**: If the incident is Medical Call and the patient has injuries, select the **Injury Present** check box to enable the combo boxes.
- **Pre-Existing Conditions**: Select the *Pre-Existing Conditions* for your patient from the drop down list box. *The user can select multiple selections by holding down the Control Key and selecting the items*.
- **Cause of Injury**: Select the *Cause of Injury* for your patient from the drop down list box. *The user can select multiple selections by holding down the Control Key and selecting the items*.
- **Provider Impression**: Select a *Provider Impression* for the incident from the drop down list box.
- **Suspected Alcohol/Drug Use**: Select a *Suspected Alcohol / Drug Use* for the patient from the drop down list box.
- **Scene Factors Affecting Care**: Select the *Scene Factors Affecting Care* for the incident from the drop down list box. *The user can select multiple selections by holding down the Control Key and selecting the items*.
- **Prior Aid**: Select the *Prior Aid* provided for the patient from the drop down list box. *The user can select multiple selections by holding down the Control Key and selecting the items*.
- **Research Code 1**: Select a *Research Code* for the ***Medication Administered*** to the patient from the drop down list box.
- **Research Code 2**: Select a *Research Code* for the ***Medication Administered*** to the patient from the drop down list box.

- **Patient**: The *Patient* tab will be the third screen the user needs to complete after the *Incident* tab. If applicable, the user will need to complete all boxes before advancing on to another tab.

  The **Patient tab** is displayed below.



  - **First Name**: Enter the patients *First Name* in the text box provided.
  - **Last Name**: Enter the patients *Last Name* in the text box provided.
  - **Age / Years**: Enter the patients *Age* in the text box provided and then select a associated *Year / Month / Days* for the *Age* from the drop down list box.

    ***Note**: If you cannot obtain the patients Age, you may enter "999" to satisfy the stated requires data collection element.*

  - **DOB**: Enter the patients *Date of Birth* in the text box provided.
  - **Sex**: Select the *Sex* for the patient from the drop down list box.
  - **Street Address**: Enter the patients *Street Address* in the text box provided.
  - **City**: Enter the patients *City* in the text box provided.
  - **State**: Select a *State* for the patient from the drop down list box.
  - **Zip Code**: Enter the patients *Zip Code* in the text box provided.

    ***Note**: If you cannot obtain the patients Zip Code, you may enter "99999" to satisfy the stated requires data collection element.*

  - **S.S. Number**: Enter the patients *Social Security Number* in the text box provided.

    ***Note**: If you do not have the patient's Social Security Number, you may enter "999-99-9999" to satisfy the stated requires data collection element.*

  - **Race / Ethnicity**: Select a *Race / Ethnicity* for the patient from the drop down list box.

- **Receiving Agency**: Select a *Receiving Agency* for the patient from the drop down list box.
- **Destination Determination**: Select a *Destination Determination* for the patient from the drop down list box.
- **Destination Type**: Select a *Destination Type* from the drop down list box.
- **Initial Vital Signs**: Enter the patients *Initial Vital Signs* in the text boxes provided.
  - **Time**: Enter the *Time* for the Initial Vital Signs in the text box provided.
  - **Pulse**: Enter the *Pulse Rate* for the Initial Vital Signs in the text box provided.

    ***Note**: If you do not have the patient's Initial Pulse Rate, you may enter "888" to satisfy the stated requires data collection element.*

  - **Resp**: Enter the *Respiratory Rate* for the Initial Vital Signs in the text box provided.

    ***Note**: If you do not have the patient's Initial Respiratory Rate, you may enter "888" to satisfy the stated requires data collection element.*

  - **Sys / Dia**: Enter the *Systolic / Diasystolic Blood Pressure* for the Initial Vital Signs in the text boxes provided.

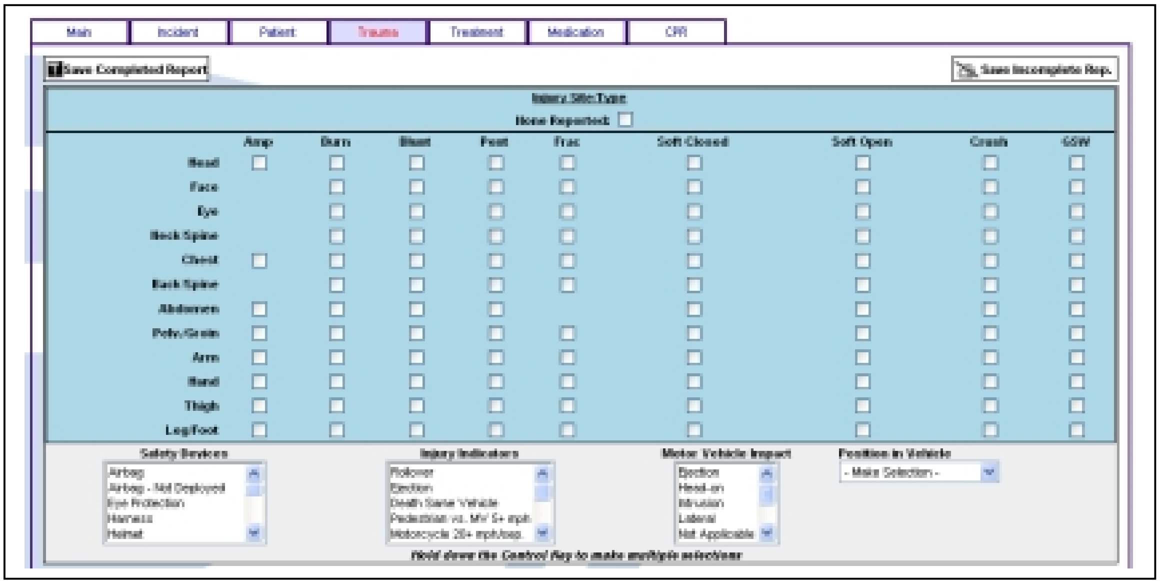
    ***Note**: If you do not have the Initial Systolic / Diasystolic Blood Pressure, you may enter "888" to satisfy the stated requires data collection element.*

  - **B/P Method**: Select a *BP Method* from the drop down pick list.
  - **Perfusion**: Select a *Skin Perfusion* for the Initial Vital Signs from the drop down list box.
  - **GCS**: Select a *GCS-Eye, GCS-Verbal* and *GCS-Motor selection* for the Initial Vital Signs from the drop down list box.
- **Cardiac Rhythm Initial Time**: Enter the patients *Cardiac Rhythm Initial Time* in the text box provided. Select an *EKG Rhythm* for the Initial Time from the drop down pick list provided.
- **Cardiac Rhythm Final Time**: Enter the patients *Cardiac Rhythm Final Time* in the text box provided. Select an *EKG Rhythm* for the Final Time from the drop down pick list provided.

- **Trauma**: The *Trauma* tab will be the fourth screen the user needs to complete after the *Patient* tab. If applicable, the user will need to complete all boxes before advancing on to another tab.

  Note: *This tab will only display if a **Trauma Injury Type** is selected for the on the **Main** tab*.

  The **Trauma tab** is displayed below.



  - **None Reported**: Select this check box if no injuries are report.
  - **Injury Site / Types**: This box displays a pick list of Injury *Site* and Injury *Types*. Select the check boxes that correspond to your patient injuries. The user may select multiple injuries in this box. Select the **None Reported** check box if the patient has no reports of injuries.
  - **Safety Devices**: Select the *Safety Devices* used for the incident from the drop down list box. *The user can select multiple selections by holding down the Control Key and selecting the items*.
  - **Injury Indicators**: Select the *Injury Indicators* for the incident from the drop down list box. *The user can select multiple selections by holding down the Control Key and selecting the items*.
  - **Motor Vehicle Impact**: Select the *Motor Vehicle Impact* options for the incident from the drop down list box. *The user can select multiple selections by holding down the Control Key and selecting the items*.
  - **Position in Vehicle**: Select the *Position in Vehicle* for the patient from the drop down list box.

- **Treatment**: The *Treatment* tab will be the fifth screen the user needs to complete after the *Trauma* tab. If applicable, the user will need to complete all boxes before advancing on to another tab.

  The **Treatment tab** is displayed below.

  - **Treatment Choices**: Select a *Treatment Choice* from the drop down pick list. The user can select **1** choice at a time.

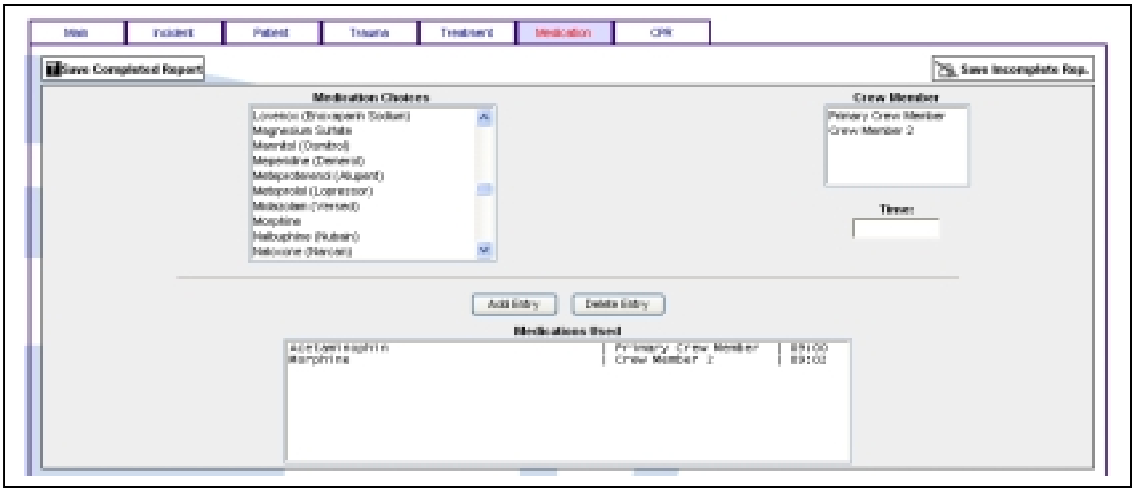
  - **Crew Member**: Select a *Crew Member* that provided or administered the treatment from the pick list. Any provider entered on the ***Main*** tab will display to this box.

  - **Add Entry**: Select the **Add Entry** button to save the *Treatment Choice* and *Crew Member* selections. Once the entry has been added, it will display in the ***Treatments Applied*** box.

  - **Delete Entry**: Select the *Delete Entry* button to remove a treatment from the ***Treatment Applied*** box. Simply highlight the desired treatment to remove and select the **Delete Entry** button.

- **Medication**: The *Medication* tab will be the sixth screen the user needs to complete after the *Treatment* tab. If applicable, the user will need to complete all boxes before advancing on to another tab.

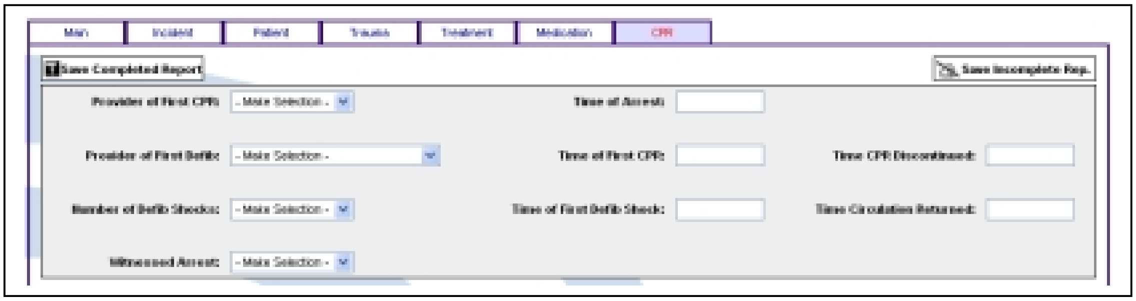
  The **Medication tab** is displayed below.



- **Medication Choices**: Select a *Medication Choice* from the drop down pick list. The user can select **1** choice at a time.
- **Crew Member**: Select a *Crew Member* that administered the medication from the pick list. Any provider entered on the ***Main*** tab will display to this box.
- **Time**: Enter the *Time* the Medication was administered in the text box provided.
- **Add Entry**: Select the **Add Entry** button to save the *Medication Choice* and *Crew Member* selections. Once the entry has been added, it will display in the ***Medication Used*** box.
- **Delete Entry**: Select the *Delete Entry* button to remove a medication from the ***Medication Used*** box. Simply highlight the desired medication to remove and select the **Delete Entry** button.

- **CPR**: The *CPR* tab will be the last screen the user needs to complete after the *Medications* tab. If applicable, the user will need to complete all boxes before advancing on to another tab.

  The **CPR tab** is displayed below.



  - **Provider of First CPR**: Select the *Provider of First CPR* for the patient from the drop down list box.
  - **Time of Arrest**: Enter the *Time of Arrest* for the patient in the text box provided.
  - **Provider of First Defib**: Select the *Provider of First Defib* for the patient from the drop down list box.
  - **Time of First CPR**: Enter the *Time of First CPR* for the patient in the text box provided.
  - **Time CPR Discontinued**: Enter the *Time CPR* was *Discontinued* for the patient in the text box provided.
  - **Number of Defib Shocks**: Select the *Number of Defib Shocks* for the patient from the drop down list box.
  - **Time of First Defib**: Enter the *Time of First Defib* for the patient in the text box provided.
  - **Time Circulation Returned**: Enter the *Time Circulation returned* for the patient in the text box provided.
  - **Witnessed Arrest**: Select the *Witnessed Arrest* options for the patient from the drop down list box.

- **Save Completed Report**: Once the required *Data fields* have been completed, the provider can now tab back through the report to review the report prior to saving it. Select this button to save the ***Completed*** report.

- **Save Incompleted Report**: Once the required *Data fields* have been completed, the provider can now tab back through the report to review the report prior to saving it. Select this button to save the report as an ***Incomplete*** report.

Revisions

Content and Screen shots	04-25-2004	MAP
Content Updated	04-28-2004	MK / MAP